

**Law Firm of Steven M. Warshawsky**

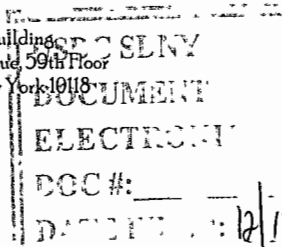
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DCC#:

DATE: 12/17/19 December 17, 2019

**VIA ELECTRONIC CASE FILING**

Hon. Colleen McMahon  
United States Courthouse  
Southern District of New York  
500 Pearl Street, Rm. 2550  
New York, NY 10007  
(212) 805-6325

**MEMO ENDORSED**

Re: Raymond Karlin v. City of New York  
Case No. 19-CV-8151 (CM) (SDNY)

*12/17/19*  
*adjourn conference*  
*to March 6, 2020*  
*@ 10:00 Am.*  
*Colleen M. McMahon*

Dear Judge McMahon:

I represent the plaintiff, Raymond Karlin, in the above-referenced Title VII case. This case has been ordered to participate in the SDNY mediation program, pursuant to the Second Amended Standing Administrative Order M10-468 (see ECF 12). The mediation has been scheduled for February 12, 2020. Accordingly, I am writing on behalf of both parties to request that the initial conference, currently scheduled for January 10, 2019, be adjourned sine die, pending the outcome of the mediation. The parties believe that allowing the mediation process to be completed before holding the initial conference and proceeding with discovery would be in the best interest of judicial economy, and presents the best chance of an early resolution to this case. We propose contacting the Court within five days after the mediation, if unsuccessful, to reschedule the initial conference. I have conferred with defense counsel, Assistant Corporation Counsel Ivan Mendez, and he consents to this letter.

Thank you for your time and consideration.

Respectfully submitted,

*Steven M. Warshawsky*

Steven M. Warshawsky (SW 5431)

cc: Ivan Mendez, Esq. (via ECF)